



**MICHELE REAGAN**  
*Secretary of State*  
*State of Arizona*

January 11, 2016

VIA ELECTRONIC MAIL

Tom Collins  
Citizens Clean Elections Commission  
1616 W. Adams, Suite 110  
Phoenix, AZ 85007  
[Thomas.Collins@azcleanelections.gov](mailto:Thomas.Collins@azcleanelections.gov)

Re: Secretary of State Processing Procedures for CCEC Participating Candidates

Dear Tom,

As candidate filings begin in earnest, the Secretary of State's office has carefully evaluated its statutory duties under the Clean Elections Act in light of available staff resources. Moreover, we have examined our past procedures with a view towards increasing our technological efficiency going forward. Accordingly, we have adjusted our processing procedures with respect to CCEC participating candidates in the following ways:

Original Documents

- Although candidates must submit their original qualifying contribution slips ("QCs") to the Secretary of State's office, the office will exclusively work from electronic copies.
  - During the week of January 11, 2016, the Secretary of State's office will make electronic copies of any QCs received at our counter.
  - Beginning January 18, 2016, all candidates will be required to submit their QCs electronically in addition to submitting the original QCs.
  - The original QCs will be available for pickup by CCEC, but otherwise will be delivered to CCEC at the end of each week. The Secretary of State's office will not store original QCs going forward.
- Checks made out to the Citizens Clean Elections Fund will also be available for pickup by CCEC, but otherwise will be delivered to CCEC at the end of each week.
  - Checks will only be available for pickup/delivery once a completed filing packet has been received by the Secretary of State's office.
  - CCEC personnel must sign a receipt acknowledging receipt/delivery of any check.



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Electronic Filing

- On or after January 18, 2016, candidates seeking participating status must submit a complete application packet to the Secretary of State's office via email at [ccec@azsos.gov](mailto:ccec@azsos.gov).
- All CCEC email filings must contain 4 PDFs, which must be named as listed in parenthesis below (failure to properly name the file may cause rejection):
  - Application for Certification as a Participating Candidate ("YYYY MMDD Last Name, First Name - Candidate Certification")
  - Application to Receive Participating Funds & Qualifying Contributions ("YYYY MMDD Last Name, First Name - Funding Certification")
  - List of Contributions of \$5 ("YYYY MMDD Last Name, First Name - QC List")
    - The number of QCs on this list must equal or exceed the required minimum for the office sought. If not, AZSOS will reject the filing.
    - Required legislative slips: **250**
    - Required Corporation Commission slips: **1,700**
  - Electronic \$5 Qualifying Contribution Report and \$5 Qualifying Contribution Slips ("YYYY MMDD Last Name, First Name - QCs")
    - If the candidate gathered QCs through E-Qual:
      - One consolidated PDF must contain both (1) the list of QCs gathered through E-Qual ("Electronic \$5 Qualifying Report"); and (2) scanned versions of the \$5 Qualifying Contribution slips.
      - The E-Qual report should be listed first, followed by the QC slips. If not, AZSOS may reject the filing.
      - The E-Qual report may be displayed in landscape or portrait format, but the names must be displayed horizontally so they are readable. If not, AZSOS may reject the filing.
      - The QC slips must be scanned and sorted by county, in county alphabetical order. If not, AZSOS may reject the filing.
    - If the candidate did not gather signatures through E-Qual:
      - The QC slips must be scanned and sorted by county, in county alphabetical order. If not, AZSOS may reject the filing.



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Notifications

- CCEC will be notified at the following junctures:
  - A candidate packet is complete
  - A candidate's packet is rejected
  - A candidate's random sample is sent to the applicable counties for verification
  - A sufficient number of QCs have been verified by the applicable counties
  - Less than 110% of QCs were verified, requiring a full review to be conducted by the applicable counties
  - A sufficient number of QCs were not verified by the applicable counties following a full review

We will publicize the new procedures in the coming days and work with participating candidates accordingly. Meanwhile, we welcome any feedback from your office to assure this process functions smoothly for candidates.

Very truly yours,  
Eric Spencer

A blue ink signature of Eric Spencer, written in a cursive style.

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Arizona Secretary of State Michele Reagan  
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